

For: County Offices

**Defense Program Activities**

Approved by: State Executive Director

**1 Overview****A Background**

1-DP (Rev. 4), paragraphs 125 and 142, require counties to review and submit updates to the State Office by February 15 and July 15 for revisions, additions, and deletions to the Food, Feed, and Seed and Fertilizer Facility Listings.

1-DP (Rev. 4), subparagraph 34 C, requires an annual review of the CED alternate designation to the County Emergency Board (CEB) and update of the Emergency Records.

1-DP (Rev. 4), paragraph 10, requires DDs to complete and submit a National Security Emergency Records Checklist Report for each county in the district by March 31 of each year.

The Interim Edition, Emergency Operations Handbook for USDA Emergency Personnel, paragraph six, requires a line of succession to the Chairperson, County Emergency Board (CEB).

**B Purpose**

This notice advises counties of the timeframe and format to report:

- changes to the Food, Feed, Seed, and Fertilizer listings
- annual National Security Emergency Records Checklist Report
- alternate designation to the CEB
- line of succession to the CEB

**Disposal Date:**

04-01-05

**Distribution:**

County Offices

03-25-04

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## 2 Facility Listings

### A County Office Action

Counties shall review the Food, Feed, and Seed, and Fertilizer Facility Listings dated 9-30-03 (for use until December 31, 2004):

- ensuring all information is correctly provided for each facility, paying particular attention to addresses. The address entered on the FSA-249 and FSA-250 **MUST** be the PHYSICAL location of the facility, not the mailing address. If available, show a street number and street name; if a street number and street name are not available, show the miles, road or highway name or number, and the direction from town as required in 1-DP (Rev. 4), paragraphs 123 B and 140 B.

Complete an FSA-249 or FSA-250 for any facility located in the county that:

- may need an update
- is a new facility
- may need deleted if no longer in business, or is no longer eligible to be listed as a facility. **DO NOT** submit an Action Code 1 (Deletion) simply because that facility has been sold to another company or changed its name or location. Submit these changes as an Action Code 3 (Revision).

### B Forms

Complete Exhibit 1 and submit to the State Office, along with FSA-249s and FSA-250s, as applicable, by **February 15 and July 15** of each year. **NEGATIVE REPORTS ARE REQUIRED.**

### C State Office Action

The State Office reviews and assembles FSA-249s and FSA-250s, completes an FSA-249-1 and FSA-250-1, and forwards them to KCMO for processing.

### D KCMO Action

KCMO processes the updates as they are received. The FSA Food, Feed, and Seed Facility Listings and Fertilizer Listings are printed and distributed by September 30 each year. Since listings are only printed **once** a year, and counties are required to update listings **twice** a year, counties must annotate updates submitted to the State Office to prevent duplicate transactions.

### 3 Alternate to Emergency Board

#### A CED Action

The CED shall review the designated alternate to the County Emergency Board as required by subparagraph 34 C of 1-DP (Rev. 4). The review shall be documented in the COC minutes, and a copy of the minutes filed in the CEB Emergency Records, File Code ASCS-1-2. This shall be completed by **February 15** of each year.

### 4 Line of Succession

#### A CED Action

The CED shall schedule and conduct a County Emergency Board meeting by **May 14, 2004**, and:

- establish a line of succession, CEB. The FSA County Executive Director serves as Chairperson, CEB. This delegation **does not** rotate between agencies. Only in the event the FSA CED is absent or cannot perform the duties of CEB, does the role of chairperson transfer to the next primary representative in the line of succession.
- request the CEB membership to designate an alternate member to serve in the absence of the primary member for each agency. Note: CEBs are reminded that alternate members cannot serve as chairperson. However, the alternate can represent the agency and have a vote at CEB meetings.
- complete Exhibit 2 and return to the STO by **May 14, 2004**. A copy shall be retained in Emergency Operations Records File Code ASCS 1-2. **If there are no changes in the Line of Succession, only mark the appropriate box on the form and return.**
- review OK Notice DP-226, Guidelines for Federal Natural Disaster Designation, at the CEB meeting if it has not previously been reviewed with the board. Note: Counties are to keep this notice even after the disposal date. The guidelines contained in OK Notice DP-226 are very informative and shall be retained for future reference.

### 5 National Security Emergency Records Checklist Report

#### A DD Action

DDs shall complete and submit to the State Office a National Security Emergency Records Checklist Report for each county in the District by **March 31** of each year in accordance with 1-DP (Rev.4), paragraph 10.



**USDA Food, Feed, and Seed Facility and Fertilizer Facility Listings Update Report**☐ **February 15 Update Report**☐ **July 15 Update Report**

\_\_\_\_\_ **County**

**1. FOOD, FEED, AND SEED FACILITY LISTING**

The FSA County Office has reviewed the Food, Feed, and Seed Facility Listing and:

☐ has no changes, additions, or deletions - submits a **NEGATIVE REPORT**

☐ submits changes, additions, or deletions with attached FSA-249s

**2. FERTILIZER FACILITY LISTING**

The FSA County Office has reviewed the Fertilizer Facility Listing and:

☐ has no changes, additions, or deletions - submits a **NEGATIVE REPORT**

☐ submits changes, additions, or deletions with attached FSA-250s

\_\_\_\_\_  
**Preparer's Signature**

\_\_\_\_\_  
**Date**



_____ COUNTY EMERGENCY BOARD	
Primary Member	Alternate Member
<b>FSA – CED</b>	

There are no changes in the Line of Succession. ☐

**Instructions:** List the agency representatives in the order in which they will serve on the Line of Succession, CEB. The CEB membership is made up of the following agencies: FSA, CSREES, RD, and NRCS. If there are no changes in the list, only mark the above box and return to the State Office.

Provide the name, title, office address, telephone number, and home telephone number for each primary and alternate representative.

Return a copy of Exhibit 2 to the State Office by **May 14, 2004**. File in EO records ASCS 1-2.